

STATEMENT OF WORK FOR
NEW EQUIPMENT TRAINING (NET) FOR
SKID LOADER
PD 415

1. PURPOSE: This Statement Of Work (SOW) sets forth the requirements for New Equipment Training (NET) for the Skid Loader and attachments.
2. REQUIREMENTS:
 - 2.1. The Contractor shall conduct new equipment training in accordance with the requirements of this SOW at the locations listed in each delivery order. Possible training locations within the Continental United States (CONUS) include those listed in the Synopsis/Solicitation. Possible training locations outside the Continental United States (OCONUS) include Germany, Guam, Italy, Pago Pago and Puerto Rico. Each delivery order shall specify the training locations and provide point of contacts (POC) and phone numbers of Government representatives who will assist the Contractor in coordinating the training. The Contractor is only obligated to conduct one training session per location.
 - 2.2. Upon issuance of each delivery order but no later than 30 days prior to delivery, the Contractor shall make arrangements with the POC at each location to schedule a time and place for training. The Contractor shall conduct the training within 30 days of delivery unless the POC and the Contractor agree to an alternate time.
 - 2.3. Training Kit. The Contractor shall provide a Training Kit to each location. The kit shall include: (1) an Instructional Video, (2) an Instructor's Manual, (3) Class Schedules, (4) Training Certification Criteria and Training Certificates, and (5) End-of-Class questionnaires. The Contractor shall coordinate with the POC as to the number of schedules and certificates that the Contractor shall bring. Within 60 days of award, the Contractor shall submit for the contracting officer's approval a sample Training Kit. This sample shall reflect the Training Kit that will be provided to the various locations. The sample kit shall be delivered F.O.B. Destination. Inspection and Acceptance is Destination.
 - 2.4. Instructional Video: The video shall instruct operators on the proper function, operation, installation, and maintenance of the skid loader and all attachments. The video shall also cover troubleshooting. The video shall be in English in VHS or CD-ROM format.
 - 2.5. Instructor's Manual: The contractor shall provide an instructor's manual from the original operator's manual. At a minimum the manual shall include:
 - An introduction of the purpose, functions, capabilities, performance characteristics, dimensions, weight, power requirements, list of items

furnished with the skid loader, special tools required to maintain the skid loader, storage data, and warranty information relative to the skid loader and attachments.

- Safety Precautions. All safety precautions shall be presented where hazards such as high hydraulic fluid pressures, high voltage, and poisonous fumes are present during operation of the skid loader.
- Cautions and Warnings. All cautions and warnings shall be identified. Cautions are conditions or practices which, if not strictly observed by the operator/maintainer, could result in damage or destruction of the skid loader. Warnings are conditions or practices that, if not strictly observed, could result in personal injury or possible loss of life.
- Operation. Unusual unpacking and assembly instructions shall be identified. Inspection for in-shipment damage will be explained. Any special installation instructions such as plumbing, alignments, connections, shall be identified. General theory of operation and maintenance shall be provided. Operating instruction shall include, but not be limited to, explanation and use of each operating control, initial adjustments and settings, start up, normal operation, operation under emergency conditions, and shut down.
- Maintenance instructions. Preventive, corrective, and periodic maintenance instructions, including the use of any special tools and test equipment, shall be included in the manual.
- Cleaning and lubrication. Periodic cleaning and lubrication information, covering types of cleaning agents and lubricants required, lubrication frequency and intervals, and applications points shall be identified. Pictorial format for lubrication points shall be used in the manual.
- Troubleshooting. The manual shall identify the probable malfunctions have troubleshooting data and fault detection techniques to identify the fault and offer remedial action to restore the equipment to operating condition. The information may be in chart form, logic tree, or tabular format.
- Illustrations. The manual shall have illustrations when required to clarify text. Illustrations shall include schematic diagrams, wiring diagrams, and schematic piping diagrams.

2.6. Class Schedule. The contractor shall distribute to each class member a class schedule that outlines the instruction to be given.

- 2.7. Certification and Licensing Criteria. The contractor shall provide certification and licensing criteria based on best industry practice for operators of the skid loader and issue Certifications to those class members meeting this criterion.
- 2.8. Training Responsibilities. The Contractor shall present a skid loader NET class at each of the locations set forth in each delivery order utilizing the Instructional Video, Instructor's Manual, and hands on instruction. The hands on instruction shall be sufficient enough to allow the user to perform standard operations. The Contractor shall coordinate with the POC with regard to any facility or equipment requirements the Contractor may need to conduct the class. The contractor shall be responsible for providing training kit materials at the designated location. Upon completion of the class, all training kit materials, including the instructor's manual, shall become the property of the Government. The Government shall have unlimited rights to use and reproduce training kit materials.
- 2.9. End-of-Course Questionnaire. The contractor shall provide end-of-course questionnaires to the class. The contractor shall ensure that each student completes the questionnaire and that the questionnaires are mailed to the Contracting Officer within 20 calendar days after completion of the training.
3. Government Responsibilities. The Government shall be responsible for desks, chairs, projectors, and any other contractor identified facility or equipment requirements. The Government's designated POC for each location will coordinate with the Contractor all other logistical requirements.